Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation**

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| Description of Work: | Using a Drop Saw (Mitre, Rip or Crosscut) |
| **drop saw** | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to noise, dust, projectiles and sharp objects. |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [x]  | [x]  | [ ]  | [x]  | [x]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation:* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Ensure guarding is in place.
* Ensure the appropriate blade is being used for the task.
* Ensure the local exhaust/ventilation system is switched on and in good working order.
* Identify ON/OFF switch and emergency stop button (if applicable).

2. Operation:* Check that saw runs ‘true’ and does not wobble.
* Keep hands clear of work piece and away from rotating blade.
* Back out frequently on deep cuts to clean and allow the blade to cool.
* Ensure guarding is in place before saw is re-started.

3. POST-Operation:* Switch off saw before removing waste material from the table.
* Ensure good housekeeping practices are in place to minimise dust build-up.
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| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
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